



# Career Opportunity Alberta Cancer Board

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*For more information on this position please visit our website at  
[www.albertacancer.jobs](http://www.albertacancer.jobs)*

<b>Position Title:</b>	<b>Program Coordinator, Aboriginal Health</b>	<b>FTE:</b>	<b>1.0</b>
<b>Position Type:</b>	<b>Full Time</b>	<b>Competition #:</b>	<b>HC-08-150</b>
<b>Position Number:</b>	<b>555257.001</b>	<b>Site/Location:</b>	<b>Holy Cross Site - Calgary</b>
<b>Employee Group:</b>	<b>Operations</b>	<b>Salary Range:</b>	<b>\$62,402 - \$78,017/year</b>
<b>Department:</b>	<b>Prevention</b>	<b>Hours of Work:</b>	<b>10 shifts @ 7.75 hs per 2 wks</b>

## Duties & Responsibilities:

The Program Coordinator, Aboriginal Health, will report to the Program Officer, Aboriginal Health and will play an integral role within the Aboriginal Health Team in supporting the organization in the development of Aboriginal Health programs for cancer prevention. As part of the Cancer Prevention Program's Special Populations Unit, this position is responsible for assisting with the development, implementation and evaluation of culturally relevant programs and services for Aboriginal people across the province. The Program Coordinator, Aboriginal Health will support the Program Officer, Aboriginal Health in ensuring that the Aboriginal Health program and related interventions are evidence and best practice based, and culturally relevant to Aboriginal people. Specific duties and responsibilities include:

- Enhancing and nurturing relationships with First Nations, Métis and Inuit organizations to implement the Aboriginal Cancer Prevention and Control Strategy
- Developing and implementing provincial Aboriginal cancer control programs, resources and services using evidence-based practices, in collaboration with the Program Officer, Aboriginal Health
- Collecting program statistics related to program evaluation. Monitor outcome measurement criteria and track outcomes for program streams. Develop summary and evaluation reports as required
- Researching health promotion topics and keep abreast of new approaches to program delivery

## Qualifications:

Masters or Baccalaureate degree in Health Promotion, Public Health or related area. Preference may be given for additional education or extensive experience in working with Aboriginal people in the areas of health, wellness, community or social development. At least 3 years experience in developing, implementing and evaluating health promotion initiatives. Knowledge of adult learning principles. Knowledge of wellness, chronic disease prevention, cancer prevention and social marketing. Ability to work independently, and demonstrate follow-through on initiatives, plus ability to work well in teams. Excellent interpersonal, written and oral communication skills. Ability to work variable hours required. Excellent presentation skills, group facilitation and public speaking skills. Working knowledge of MS Office, including Word, Excel, PowerPoint, Outlook and databases. Knowledge of and experience in Aboriginal culture, traditions and protocols. Position based in Calgary at the Holy Cross Site but travel across Alberta is required. Valid Alberta Driver's License.

This position is subject to the Alberta Cancer Board Management and Out of Scope Staff General Terms and Conditions of Employment

**Posting Date:** 29-Apr-2008

**Closing Date:** 09-May-2008

**Approved:** \_\_\_\_\_

**Please quote competition number on subject line of all applications.**

*Only applicants chosen for an interview will be contacted. Your application to this posting is deemed to be consent to the collection, use, and necessary disclosure of personal information for the purposes of recruitment; this is to include reference checks.*

*As a condition of employment, all new employees of the ACB must provide consent to ACB to complete a current criminal record check satisfactory to the Employer prior to commencement in compliance with the Protection of Persons in Care Act and ACB Policy*

*All qualified candidates are encouraged to apply however; Canadians and permanent residents will be given priority.*